

MEMORANDUM

23 December 1946

25X1A

TO:

  
Office of General Counsel

FROM: Ass't. Chief, Services Division

SUBJECT: Authority to sign Purchase Orders

1. Reference is made to memorandum of 6 September 1946, wherein the Executive for Personnel and Administration was granted the authority, with the power of successive redelegation where appropriate, to enter into and sign contracts on behalf of the Government in accordance with existing law and regulations. Government regulations require all procurement transactions involving sums in excess of \$100.00 but less than \$2,000.00, involving a single remittance, to be supported by an unnumbered contract.

2. Due to the volume of Purchase Orders in excess of \$100.00, it is hereby requested, for the purpose of administrative efficiency, that the Chief, Supply Section, Services Division, be authorized to enter into and sign contracts where payment for materials, purchases, and/or services rendered is to be made in a single remittance and the amount involved is less than \$2,000.00.

3. You will note this authority is by definition restricted to unnumbered contracts.

25X1A

